

HELAC 9

National Environmental Laboratory Accreditation Conference

Ninth Annual Meeting
June 1 – 6, 2003

Hyatt Regency Islandia
San Diego, California



Co-sponsored by
U. S. Environmental Protection Agency
California Department of Health Services
Institute for National Environmental
Laboratory Accreditation
In cooperation with
The States, Territories and other Federal Agencies



NELAC 9 Preliminary Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
9:00 – 5:00 <u>Concurrent Training</u> ★ Records Review ★ Data Integrity Plan	8:00 – 5:00 Registration	8:00 – 5:00 Registration	8:00 – 5:00 Registration	8:00 – 10:00 <u>Concurrent Sessions</u> ★ Membership & Outreach ★ National Database ★ Nominating ★ Small Organizations	8:30 – 12:30 ELAB
	8:30 – 10:00 NELAC 101	8:30 – 10:00 Accrediting Authority Open Forum			
	8:30 – 12:00 <u>Concurrent Sessions</u> ★ Assessor Forum ★ PT Caucus	10:30 – 12:30 NELAC Opening Plenary	9:00 – 12:30 <u>Concurrent Sessions</u> ★ On-Site Assessment ★ Quality Systems ★ Regulatory Coordination	10:30 – 12:30 Committee Reports	
	1:00 – 2:30 NELAC Implementation Issues	1:30 – 5:00 <u>Concurrent Sessions</u> ★ Program Policy & Structure ★ Quality Systems ★ Field Activities	1:30 – 5:00 <u>Concurrent Sessions</u> ★ Accrediting Authority ★ Proficiency Testing ★ Accreditation Process	1:30 – 5:00 Voting Closing Session	
4:00 – 6:00 Registration	3:00 – 5:00 2003 Strategic Plan for INELA and NELAC				
	5:30 – 6:30 INELA Reception	5:00 – 6:00 ELAB Open Forum	6:00 – 9:00 Banquet		

Travel Information

Hyatt Regency Islandia

1441 Quivira Road
 San Diego, CA 92109
 619-224-1234
 Fax 619-221-4887
<http://islandia.hyatt.com/property/index.jhtml>

Ask for "NELAC Rate":
 \$109 + tax Single or Double
 Make travel reservations before **April 28**

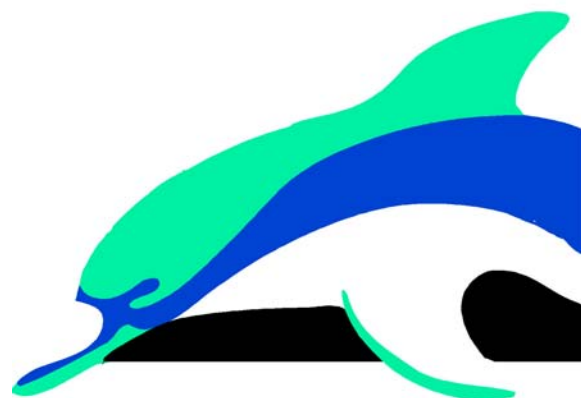
Getting There

From San Diego Int'l Airport (6 miles):
 Take 5N to 8W. Exit West Mission Bay Drive. Turn right. Stay on West Mission Bay Drive through the loop. Turn left at light to Quivira Rd. Hotel is on the right.

Cloud 9 Shuttle services the Hyatt Regency Islandia from San Diego's Lindbergh International Airport.
 800-9-SHUTTLE (974-8885)
<http://www.cloud9shuttle.com>

For More Information

Contact INELA
 817-598-0458
<http://www.inela.org>
jparr@inela.org



Nestled in the heart of San Diego's Mission Bay, the Hyatt Regency Islandia is the closest hotel to SeaWorld and just minutes to Balboa Park, the San Diego Zoo, Old Town, the Gaslamp District, Mexico and miles of scenic coastline. The hotel is located 8 miles from downtown, 6 miles from San Diego's International Airport, 1/2 mile from SeaWorld and 15 minutes to almost every attraction in the San Diego area.

What Is NELAC ?

The National Environmental Laboratory Accreditation Conference (NELAC) is the association of state and federal agencies established to develop and implement a national environmental laboratory accreditation program characterized by uniform standards, reciprocity between member states, and a recognition that NELAC accreditation represents technical competency and a commitment to a high level of quality assurance.

NELAC provides purchasers of environmental analytical services with a recognized mechanism for identifying laboratories with particular areas of technical expertise; users of monitoring data with confidence that the laboratory that performed the analysis was technically competent; regulatory agencies with identifying laboratories that have pledged to uphold high standards of quality; and laboratories with a national means of gaining recognition for their technical expertise and commitment to high quality in all their activities.

Who Should Attend ?

Anyone involved in the production and use of environmental data should attend this meeting. State and federal officials, environmental laboratory managers and senior professionals, purchasers of laboratory services, environmental public interest groups, academia, local governments, Indian tribes, laboratory assessment bodies, and engineers and consultants will all find the sessions valuable to their work and an opportunity to present your concerns and ideas to a group that can help get them addressed. If your interest is nationwide acceptance of your state's accreditation, avoidance of costly laboratory inspections with varying requirements, or participating in the development of national standards that are practical, effective and cost-efficient, then you should attend.

Why This Meeting Is So Important

The national accreditation program is undergoing fundamental shifts with regard to both the technical focus of the standards and the way in which the program will be organized and operated. These shifts will offer an increased opportunity for the non-federal and non-state governmental sectors to fully participate in developing the standards by which the accreditation program operates. There will be special sessions of the Program Policy & Structure Committee to discuss NELAC's future. You will hear about plans for increased participation by the private sector, long term sustainability of NELAC, and the progress and timeline for moving toward these goals. With regard to the technical standards, a great deal of progress has been made in moving to a quality based, performance based system. Your attendance and active participation will assist in making the transition to these new paradigms a success. Make certain that you do not miss this unique and important opportunity.



What is INELA ?

The Institute for National Environmental Laboratory Accreditation (INELA) is an organization established to assist NELAC's move towards self-sufficiency. INELA is a not-for-profit educational and scientific voluntary consensus organization whose mission is to foster the generation of environmental laboratory data of known and documented quality through the development of performance standards for accreditation of environmental laboratories. INELA is pleased to be a co-sponsor of NELAC 9.

INELA Technical Conference

On Monday and Tuesday, prior to the NELAC meeting, INELA will have its annual Technical Conference. Individuals registered for the NELAC meeting may also participate in this conference. The INELA Conference will include the following sessions:



NELAC Implementation: Hear about the changes to the NELAC standard to be implemented in 2003 and listen to a panel discussion on implementation issues.

NELAC Strategic Plan: The goals and objectives of the NELAC effort over the next three years will be discussed.

Accrediting Authority Open Forum: Your opportunity to provide comments to the NELAC-recognized Accrediting Authorities on a number of key issues.

Short Courses, Forums and Special Meetings

Training Courses

Auditing of Laboratory Data and Records

The objective is to provide laboratory analysts, quality assurance personnel and laboratory assessors concepts for reviewing records for conformance to the NELAC standards. The concepts are presented from the perspective of personnel familiar with the testing methods and who are independent of the personnel generating the data. The fundamental concepts include reviewing Proficiency Testing (PT) data, developing questions for the analyst and auditing the quality control records required by the NELAC standards. The examples used in the course are practical examples of the implementation of the NELAC standards. Taught by Marlene O. Moore of Advanced Systems, Inc., an environmental consulting company specializing in quality systems for laboratory and sampling operations.

Establishing an Effective Laboratory Data Integrity Plan

This course provides an introduction and basic understanding of what goes into implementing an effective laboratory data integrity plan. It provides a step-by-step process for meeting the NELAC requirements focusing on prevention techniques. It is designed for lab management, QA and technical staff and NELAC assessors. Course modules will suggest some basic elements and components as well as tools for monitoring a plan's progress. Taught by John E. Farrell III, of Analytical Excellence, a company specializing in customized training and consulting in laboratory operations, NELAC systems development and matters of data integrity.

NELAC 101

This course is designed to provide those individuals coming to the conference background information on how to make the week most productive. The course will include background information on NELAC and INELA, a review of the key issues to be discussed during the week, and tips on how to effectively participate in the discussions. Taught by INELA members.

Special Meetings

Proficiency Test Caucus This session will be an open discussion of issues surrounding proficiency testing, including approval of PT providers, acceptance limits and related topics.

Assessor Forum This session is designed for NELAP laboratory assessors to learn specific details surrounding consistent implementation of the 2001 NELAC standard.



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Registration Form

NELAC Ninth Annual Meeting San Diego, California June 1 – 6, 2003

Please copy this form and submit a separate registration for each individual.
Conference materials are also available at www.inela.org. Check frequently for new information.

Name: _____
As it will appear on your name badge
Title: _____
Organization: _____
Address: _____
City: _____ State: _____
Country: _____ Zip: _____
Telephone: _____
Fax: _____
Email: _____

Special Accommodations

- ☐ Meal Preference: _____
i.e., Vegetarian, Kosher, etc.
☐ Other Accommodations: _____
i.e., Hearing Devices

Primary Affiliation (check one Category)

Government:

- ☐ State ☐ County/Local
☐ EPA ☐ Indian Tribe
☐ Federal (Other) _____

Private Sector:

- ☐ Private Laboratory ☐ Academia
☐ Assessor Body ☐ Regulated Industry
☐ Environmental Interest Group
☐ Other (please specify): _____

Please check one

- ☐ I am attending NELAC 9 as a voting member
☐ I am attending NELAC 9 as a contributor

If you are a voting member

- ☐ I will vote as a Delegate
☐ I will vote as a Representative/Alternate*
☐ I am a NELAP Laboratory Assessor: _____ State

* Representatives and Alternates are designated as specified in Article VII, Section 1 of the NELAC Bylaws.

Conference Fees

Conference Registration Fees

- ☐ \$225.00 for early registration (received by April 28, 2003)
☐ \$275.00 for late registration (received after April 28, 2003)
☐ \$40.00/person for banquet Number Attending: _____

Registration fee includes the INELA Meeting*, all NELAC committee meetings, networking sessions, lunch, breaks, all handouts and a set of the 2002 NELAC Standards.

- ☐ *\$125.00 for registration if attending INELA meeting only.

Workshops

- Establishing an Effective Laboratory Data Integrity Plan
☐ \$125.00 for early registration (received by April 28, 2003)
☐ \$175.00 for late registration (received after April 28, 2003)
Auditing of Laboratory Data and Records
☐ \$125.00 for early registration (received by April 28, 2003)
☐ \$175.00 for late registration (received after April 28, 2003)
☐ FREE NELAC 101

INELA Membership

- ☐ \$35.00 INELA Annual Membership

Total Remittance: \$ _____

Registration with payment must be postmarked before April 28, 2003 to qualify for the early registration rates.

Cancellation: If you cannot attend, written notification must be received by May 30, 2003. You may either send a substitute or receive a refund.

Payment Options

- ☐ Purchase Order # _____
☐ Check
☐ Visa ☐ Master Card ☐ American Express

Account #: _____

Expires: _____

Name: _____

Print name as it appears on the card

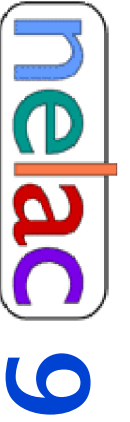
Make payment in U.S. Currency to:
INELA
FEID #: 81-0554715

Send Payment & Registration Form to

INELA
P. O. Box 822
Weatherford, TX 76086

817-598-0458 FAX 817-598-1177

 **San Diego, California**



San Diego, California



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Environmental Protection Agency
National Exposure Research Laboratory
P. O. Box 93478
Las Vegas, NV 89193-3478
Official Business
Penalty for Private Use
\$300
Return Service Requested

Register NOW!



San Diego, California
June 1 – 6, 2003

*Your
participation
is vital!*

Help plan NELAC's transition !